



Draining a Toilet Tank

Drain the tank of your gravity flush toilet.

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INTRODUCTION

Most toilet repairs are easier to perform without water in the toilet tank. Use this guide to drain the tank of a traditional gravity flush toilet.

Step 1 — Tank Lid



- Lift the tank lid up and away from the toilet tank.

Step 2 — Shutting off the Water Supply to a Toilet



- Shut off the stop valve underneath the toilet by turning it clockwise until it becomes tight.

i The appearance of this valve may differ from toilet to toilet, but most operate the same.

Step 3 — Draining a Toilet Tank



- Push down the flush lever.
- Hold the lever down until water stops draining from the tank.
- ⓘ A small amount of water will remain in the bottom of the tank.
- ⓘ If the flush lever or pull chain have become disconnected, lift up the toilet flapper to drain the tank.

Most toilets retain a small amount of water in the tank after draining. To remove any excess water from the bottom of your toilet tank, use our guide for [Sponge Drying a Toilet Tank](#).

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